



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 4, 2019

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding approval and adoption of a proposed policy to implement aesthetic requirements and procedures for small cell equipment installation on poles and street lights located in the City rights-of-way and to give limited authorization to the Director of Public Works or his or her designee to update the policy as needed. (Dan Stucky, DStucky@carson.org; Stephanie Hicks, SHicks@carson.org)

Staff Summary: The Federal Communications Commission (FCC) issued an order on September 27, 2018, which described specific standards for states' or localities' fees in connection with certain types of wireless facility deployments, addressed requirements relating to wireless facilities' aesthetic impact and related concerns, and set a time frame within which applications for installations on existing infrastructure must be processed. The Order acknowledged that "some localities will require some time to establish and publish aesthetics standards," and therefore the Order's aesthetics standards will not take effect until April 15, 2019, 180 days after the FCC order was published in the Federal Register on October 15, 2018.

Staff has been working with small cell providers since July of 2018 to create policies that will meet the FCC requirements. Such policies must be reasonable and no more burdensome than those applied to other infrastructure deployments.

Agenda Action: Formal Action / Motion **Time Requested:** 20 minutes

Proposed Motion

I move to approve and adopt the proposed policy.

Board's Strategic Goal

Economic Development

Previous Action

N/A

Background/Issues & Analysis

The next phase of cellular technology is 5G, which will require single ("small cell") antennas instead of macro towers to move mobile data traffic. Wireless service providers are proposing to install small cell equipment on street light, traffic signal, and other poles located in City rights-of-way to provide faster data coverage and capacity for mobile phone and device users.

At the May 17, 2018 Board of Supervisors' meeting, staff presented information regarding recent requests for small cell equipment in City right-of-way, proposed code direction, and how other jurisdictions are working with wireless providers. Since this time, to facilitate the installation of this technology and maintain acceptable aesthetics of the City's streetscape, City staff has held four workshops with small cell providers to develop City aesthetic and technical standards, application and permit processes, annual fees, and license agreements setting the terms and conditions for use of the rights-of-way and City infrastructure. These four workshop meetings were held on July 24, 2018, August 23, 2018, November 5, 2018, and March 28, 2019.

The FCC interprets and implements certain provisions of federal law which are designed, among other purposes, to "remove barriers to deployment of wireless network facilities by hastening the review and approval of siting applications by local land-use authorities." These statutory provisions preserve state and local governments' authority to control the placement, construction, and modification of personal wireless service facilities and to manage use of public rights of way, but they prohibit state and local governments from using certain unreasonable criteria in making such decisions. Under the authority granted by these provisions, the FCC issued an order on September 27, 2018, which described specific standards for states' or localities' fees in connection with certain types of wireless facility deployments, addressed requirements relating to wireless facilities' aesthetic impact and related concerns, and set a shot clock for time within which applications for installations on existing infrastructure must be processed. The Order's aesthetics standards will not take effect until April 15, 2019, 180 days after the FCC order was published in the Federal Register on October 15, 2018.

The September 27, 2018 FCC Order is available at:

<https://docs.fcc.gov/public/attachments/FCC-18-133A1.pdf>, and the December 10, 2018 FCC Order denying a stay is available at: <https://docs.fcc.gov/public/attachments/DA-18-1240A1.pdf>.

Since July 2018, City staff has been working with wireless providers in good faith to develop policies, procedures, and agreements that will meet FCC requirements. These include the small cell aesthetic and permitting procedures policy, a master license agreement, and an associated ordinance. The aesthetic policies were developed to specify fair and reasonable small cell aesthetic requirements while simultaneously preserving the character of Carson City. The procedural portion of the policy was developed to comply with FCC regulations and allow City staff to review the aesthetic and technical parameters of the proposed small cell installation, while at the same time affording the wireless providers clear and reliable permitting procedures. The Master Licensing Agreements will address application review and annual use fees for the process and further govern the City's relationship with the wireless providers. An ordinance authorizing the licensing scheme is also being developed. The aesthetic and procedural policy has been developed first so that it can be approved and put in place in advance of the April 15, 2019 deadline. Approving the policy in advance of April 15, 2019 is critical to ensure that the City can impose the aesthetic standards on deployment of small wireless facilities within the City's right of way. When finished, staff will bring the master licensing agreements and the associated ordinance to the Board of Supervisors for its review and approval.

Applicable Statute, Code, Policy, Rule or Regulation

FCC Regulations - Order on September 27, 2018 and Order Denying Stay on December 10, 2018

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives

1. Decline to make the suggested motion.

2. Provide other direction to staff.
3. Modify the policy and approve and adopt as modified.
4. Approve and adopt the policy as a placeholder to satisfy the FCC regulations, and direct staff to make edits to the policy and bring it back to the next Board of Supervisors' meeting.

Attachments:

[Carson City Small Cell Requirements.docx](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Carson City Public Works Placement of Small Cell Wireless Equipment in Carson City Right-of-Way Effective: April 4, 2019

1.0 PURPOSE:

Small Cell Wireless Equipment (SCWE) sites are compact communication modules that contain antennas and related equipment required for the transmission and reception of information for personal wireless services. Wireless providers will place SCWE throughout Carson City in City Right-of-Way (ROW). Before doing so, providers must enter into a licensing agreement with the City, seek approval for the location and placement of the SCWE, and secure a building permit for the SCWE installation. After a licensing agreement is approved by the Board of Supervisors, the project review and approval, and review and approval of a building permit will be conducted by City staff. The following policy outlines the general requirements and procedures for placement of SCWE in the City ROW. Additional requirements and standards are found in Title 18, Appendix – Carson City Development Standards, and American Association of State Highway and Transportation Officials (AASHTO) standards. SCWE located on private property are subject to the provisions of the Carson City Municipal Code (CCMC) Title 18 and Title 18, Appendix.

Nothing in this policy limits the legislative authority of the Carson City Board of Supervisors to manage and control City-owned real property as allowed by the Nevada Revised Statutes (NRS).

The Director of Public Works or his or her designee may, without approval of the Board of Supervisors, make technical or clerical revisions to this policy and any other revision that is required or necessary for compliance with any relevant change in federal or state law, any regulation adopted thereto, or the Carson City Municipal Code. Any other revision requires approval by the Board of Supervisors.

PERSONS AFFECTED:

All elected officials and employees responsible for the sale or lease of City-owned real and personal property.

2.0 DESIGN REQUIREMENTS:

The following information outlines the Carson City standards for placement of SCWE in a City ROW.

A. Design Requirements Applying to All Installations

- A.1. Every effort shall be made to conceal the SCWE and provide the least visually intrusive installation as possible. All equipment, antennas, connectors, and hardware shall be placed within a shroud or equivalent, so that the SCWE installation appears to be an architectural component of the pole to which the SCWE is mounted. All wiring and related connectors cannot be exposed and must be placed within the pole. The SCWE and shrouds must be painted and textured to match the pole to which it is attached. The nature of the SCWE must not be readily apparent.

- A.2. Attachment to existing wooden poles within the Downtown Redevelopment Areas or within the limits of planned corridor beautification projects is prohibited. The placement of new wooden utility poles in any City ROW is prohibited.
- A.3. The use of above ground cabinets may be necessary to conceal SCWE. Above ground cabinets will be considered on a case-by-case basis and must include creative design solutions (e.g., incorporated into a bus stop or bench, the use of murals or landscaping, etc.).
- A.4. Installations other than those in above ground cabinets or on poles will be reviewed on a case by case basis.
- A.5. All antennas and related diplexers mounted on a pole must be mounted at the top of a pole and shielded with a shroud and tapered skirt or equivalent to match the diameter of the pole. The shroud and skirt must not exceed 15 inches in diameter with a total height not to exceed 65 inches. A side mount installation is acceptable if the SCWE dimensions and concealment requirements specified in this policy are met.
- A.6. No more than two pieces (equipment, connectors, hardware) of SCWE and a shut off switch may be mounted to the side of a pole. Whenever possible, the equipment must be positioned in a manner that best conceals it from the street. See 2.A.14 for guidelines on the shut off switch.
- A.7. All SCWE must not project more than 17 inches from the edge of pole (including mounting brackets) and must not exceed more than 15 inches in width (horizontal measurement). When installing two pieces of SCWE, the height of each piece must not exceed 30 inches (vertical measurement). For single unit installations, the SCWE must not exceed 50 inches in height (vertical measurement).
- A.8. Poles replaced or added by the Applicant shall be a design of like kind with the poles in the surrounding areas. Pole height must match other poles in the area, and overall pole height (pole and SCWE) must not exceed more than 20% of the average pole height in the immediate vicinity unless otherwise approved by the City. Engineered plans submitted for application must note the height of the poles on the same City block face as the proposed pole location.
- A.9. The placement of new poles for the sole purpose of accommodating SCWE is not permitted.
- A.10. All poles, replacement poles, or SCWE located within a sidewalk area or a potential future sidewalk area must provide a forty-eight inch (48") minimum clear walking space, which meets current Public Rights of Way Accessibility Guidelines (PROWAG). If an existing pole does not meet PROWAG, a SCWE may be permitted only if all equipment is located 8-feet or more above the sidewalk so as to not further reduce or constrain the sidewalk area. Where possible, the City may require the SCWE provider to increase the sidewalk width to provide a forty-eight inch (48") minimum clear walking space.
- A.11. All designs and structural calculations must be certified by a Nevada-licensed professional engineer. Designs must meet the requirements of the American Association of State Highway and Transportation Officials (AASHTO) and City standards.

- A.12. All poles owned or to be owned by the City must be placed in the City right of way or within an easement. When required by the City, the applicant may be required to provide a stamped survey for the proposed equipment. It is the responsibility of the SCWE provider to obtain the necessary easements for the placement of poles or other infrastructure within private property.
- A.13. All SCWE installations will require the street-side placement of an electromagnetic energy (EME) notification placard, placed no more than 6-feet below the antenna shroud. The SCWE provider is responsible for the maintenance and replacement of the placard as needed.
- A.14. A power shutoff switch for powering down the SCWE must be provided at each site. This is in addition to the two pieces of equipment allowed under A.6. Unless directed otherwise by the City, the power shut off switch must be located on the pole and placed at a minimum height of 9-feet from the pole base. For city owned decorative poles, the shut off switch must be integrated into the pole design. Plans proposed to the City must provide engineered drawings of all electrical equipment and connections.
- A.15. Should landscaping be approved by the City as a method to conceal ground mounted equipment, the following standards apply:
- a. All landscaping must conform to CCMC Title 18 Appendix, Division 3.
 - b. Plant species must match those within the surrounding area. All shrubs must be large (minimum 5 gallons) and all trees must meet all requirements in CCMC Title 18 Appendix, Division 3.7, as amended.
 - c. All trees, shrubs, or other landscaping removed from the ROW during installation shall be replaced by the provider pursuant to the standards in the CCMC.
 - d. Artificial landscaping is not permitted.
 - e. When approved for use, the placement of underground vaults or cabinets must be located to minimize the disruption to existing trees or future tree placement.
 - f. The landscaping must not impede the required site distance given in Title 18 Appendix, Division 12 of the development standards or otherwise impact traffic signals or transportation as identified by the City Engineer.
 - g. Work within City ROW, but that is located within a landscape area maintained by a homeowners association (HOA) or private party, will require notification to, and permission from, the party responsible for maintaining the landscaping prior to the start of any work. If additional landscaping is required by the City for the SCWE installation, the SCWE provider must have written consent for maintenance in place with the HOA or private property owner prior to the start of work. A copy of the consent and plan must be provided to the City.
 - h. Landscaping that is proposed in an area that already contains landscaping maintained by the City will be approved on a case by case basis.
 - i. If new landscaping is proposed and approved in other locations, the SCWE provider will be responsible for irrigation and maintenance of landscaping.

- A.16 Street cuts will not be allowed within 5 years of when a street has been paved or repaved unless approved by the City Engineer. If approved, such street cuts will require additional fees as stated in the Master License Agreement.

B. NV Energy Owned Street Light Poles

The City will consider requests for the replacement of NV Energy (NVE) owned street lights with a new City approved street light, to be installed by the SCWE provider at its expense and for the City to own and maintain. The City's Public Works Department will inspect the new street light (and all equipment necessary for the operation of street light) prior to acceptance as City infrastructure.

- B.1. Any existing NVE street light poles must be replaced with new City approved light poles and equipment and must be consistent with the architectural design and height of the existing street light poles in the surrounding area. Current street light pole specifications are available through the City's Public Works Department. New street light poles must meet the City's current safety standards for design under CCMC Title 18 Appendix, Division 1.3 and Division 12.14, and must be consistent with the City's Photometric Design Standards and all other applicable City standards and codes. Pole specifications must be submitted to the City for approval prior to placement.
- B.2. A structural analysis and report of the proposed street light and base must be conducted and certified by a Nevada-licensed professional engineer. The report must show that the proposed street light is adequate to support the proposed SCWE and will not create an adverse or unsafe condition.
- B.3. The SCWE provider is responsible for all costs of equipment, construction materials, permitting, designs, labor, and restoration associated with the removal of existing NVE street lights and the installation of new street lighting and equipment.
- B.4. In locations where street lighting is not currently connected to a City owned electrical meter, the SCWE provider will be required to install a new electrical meter. The electrical meter shall be appropriately sized to support future City owned street lighting and SCWE installations. Electrical meter sizing must allow for 75% of the existing street lights to support SCWE.

C. Street Light Poles (City Owned)

- C.1. The installation of SCWE on City owned poles and decorative poles must comply with the design standards in section 2.A. In addition, the placement of SCWE on decorative poles requires the integration of all equipment, wiring, and antennas into the pole design, which must architecturally match the existing poles within the area.
- C.2. If SCWE is proposed to be added to an existing pole, a structural analysis and report of the target pole, base, and attached SCWE must be conducted and certified by a Nevada-licensed professional engineer. The report must be submitted with the application, must show that the pole is adequate to support the proposed SCWE, and that it will not create an adverse or unsafe condition.
- C.3. The replacement light poles, including decorative poles, will be approved on a case by case basis. The design and installation of replacement street light poles must comply with sections 2.B.1 through 2.B.4.

D. Traffic Signal Pole (City Owned)

- D.1. The installation of SCWE on City owned traffic signal poles must comply with the design standards in section 2.A.
- D.2. A structural analysis and report of the traffic signal pole must be conducted and submitted as required in section 2.C.2.
- D.3. All equipment shall be mounted above the mast arm and not within two feet of the mast arm handhole and cover.
- D.4. Traffic signal poles requiring replacement must be replaced with new City approved poles and equipment. The provider must provide certified designs and structural calculations by a Nevada-licensed professional engineer showing that the designs meet AASHTO and City standards, and otherwise comply with sections 2.B.2 through 2.B.4 as they relate to traffic signal poles.

E. Traffic Signal Pole (not-City Owned)

- E.1. The SCWE provider must coordinate all lease or license agreements with the traffic signal pole owner. A copy of the Letter of Authorization (LOA) or other agreement providing permission to attach to the pole must be provided to the City with the Building Permit Application.
- E.2. Carson City is responsible for the maintenance of all traffic signal poles within the City limits regardless of ownership. The SCWE provider must obtain approval from the City prior to any installation of SCWE on traffic signal pole attachments prior to install.
- E.3. The installation of SCWE on non-City owned traffic signal poles must otherwise comply with section 2.D.

F. Electric Meters and Cabinets

- F.1. Plans must show the location of the proposed or existing meter for providing power to the SCWE.
- F.2. New electric meters must not obstruct pedestrian or vehicle sight distance and must be located outside of the clear zone and meet Carson City Development Standards and AASHTO standards located in CCMC Title 18 Appendix. Proposed meter sets may not obstruct ADA walking paths or disrupt the general flow of pedestrian traffic in a sidewalk area.
- F.3. Whenever possible, the installation of new or replacement electric meters shall be installed outside of the sidewalk or other walking path.
- F.4. Electric meter placement must meet the current PROWAG by providing a forty-eight inch (48") minimum clear walking space.

G. Installation and Maintenance

- G.1. Any installation, repairs, or maintenance that may require traffic control or interruptions to adjacent properties will require two weeks' notice before the installation, repair, or maintenance and coordination with the City's Public Works Department.
- G.2. Once installed, the wireless provider may maintain and repair the SCWE without obtaining a new permit, subject to section G.1. Ordinary maintenance and repair means inspections, testing and/or repair that maintain the functional capacity, aesthetics, and structural integrity of the SCWE and/or the support pole or structure that does not require damaging or disturbing any portion of the public right-of-way. Replacement of SCWE with like equipment that fits within the aesthetic sheathing, meets the permitted design requirements, including number of enclosures, power use, structural integrity, dimensions of SCWE, and other criteria listed in this policy, does not require a new permit. Otherwise, the provider shall apply for a new permit and demonstrate that the proposed replacement SCWE meets the dimensional requirements of the originally approved installation or that the proposed SCWE is smaller in size and less visually intrusive to its surroundings.

3.0 APPLICATION PROCESS:

A. License Agreement

Prior to the review of any proposed SCWE project, the SCWE provider must enter into a Master License Agreement with the City. Upon approval of the Master License Agreement by the Board of Supervisors, all subsequent SCWE locations proposed to the City will become a supplemental component of the approved Master License Agreement and will be known as Site Supplemental Agreements. Each newly proposed SCWE location will be reviewed by the Public Works Department and other applicable City departments using the then current policies, standards, and review processes. The fees required during the application process are specified in the CCMC or in the Master License Agreement.

B. Site Reservation

Site reservation is voluntary and is not an application review. Site reservation is intended to provide the opportunity for the SCWE provider to reserve specific pole locations and allow City staff to identify potential issues with the selected sites before the SCWE provider invests time and effort into more detailed design plans.

- B.1. SCWE providers may view City-owned poles via an online GIS Application.
- B.2. SCWE providers may make reservation requests in writing via email, providing the Pole ID and a map of the pole location. Requests must be emailed to the City's Real Property Manager at gis@carson.org.
- B.3. SCWE providers will be allowed to reserve no more than 10 sites at a time.
- B.4. Requests to reserve sites will usually be processed within 10 business days, unless extenuating circumstances exist. Approvals or denials will be sent via email.
- B.5. A site reservation lasts for 90 calendar days, measured from the date of the site reservation email, or if the site reservation process is not used, from the date that the SCWE Project Review application is submitted. If the application process, through building permit approval, has not been completed within the 90 days, the site reservation expires, and the site may then be reserved by another provider. The provider whose reservation expired may not reserve the

same site for 30 days after expiration. If, however, in the discretion of the City, the provider is proceeding through the application process in a timely manner and in good faith, but must address issues or problems that have arisen, the City will extend the provider's site reservation for an additional 90 days.

C. SCWE Project Review

The SCWE Project Review application is mandatory and allows City staff to identify potential issues with the project proposal before applying for a building permit. The SCWE Project Review application must include:

- C.1. A completed SCWE Project Review form.
- C.2. Two separate maps to identify the proposed location:
 - a. A general vicinity map providing a comprehensive view of the proposed location. Major collector and arterial roadways must be labeled.
 - b. A detailed and scalable site specific map for each proposed location. Maps must include: street names, parcel numbers, the addresses of all properties surrounding the proposed facility location, and tentative underground conduit locations.
- C.3. Detailed drawings showing existing conditions and the exact equipment to be installed at each proposed location.
- C.4. Site specific photos showing: 1) the exact proposed location of each wireless facility, 2) photo simulations of the exact proposed location showing a post installation condition of all proposed equipment. Photo simulations must show the proposed SCWE (equipment, antenna, meter sets, vaults, etc.), from reasonable line of sight locations as viewed from the public street.
- C.5. When applicable, detailed information for the location and type of proposed electrical meters ("meter sets").

All information provided must be clear and specific. The SCWE Project Review application should be submitted in accordance with the City's SCWE Project Review schedule. The City will review the application at a SCWE Project Review meeting, scheduled once per month, usually two weeks after the monthly SCWE Project Review application submittal deadline. (The SCWE Project Review schedule is available on the City's website or from Public Works.) Following the meeting, a letter containing comments and questions from all reviewing City departments will be sent to the provider within 7 days. The provider must address the City's comments and questions, and include the responses with any building permit application. If the City's comments and questions require significant changes to the proposed SCWE, its location, or the plans and drawings supporting the application, the provider should address the comments and questions and resubmit the project for a second SCWE Project Review. Building permit applications containing information that has been significantly altered from the SCWE Project Review may result in permitting delays.

D. Building Permits

A building permit application may be submitted after the City's response to the SCWE Project Review application is received. The building permit application must be complete and include all required supporting maps, documents, and details to satisfy the requirements of all governing bodies (federal, state, and local). Incomplete building permit applications (those not containing all of the specified information) will not be accepted and/or will be returned to the applicant. The following information must be provided for all applications:

- D.1. A complete and accurate Building Permit application.
- D.2. A statement of the site reservation timeline, including the date of the site reservation, if any, the date of the SCWE Project Review application, the date of the City's SCWE Project Review response, and the date that the site reservation expires.
- D.3. A letter responding to City comments and questions generated during the SCWE Project Review. Responses addressing changes to documents or plans must note the exact locations where the changes have been made. Failure to respond to a comment or question from the SCWE Project Review may result in permitting delays.
- D.4. If any changes to plans, details, or equipment have been made after the SCWE Project Review has been completed, a letter explaining the changes. Significant changes in designs may result in permitting delays.
- D.5. Engineered site plans. Complete and accurate plans drawn to scale and prepared, signed and sealed by a Nevada-licensed engineer. Plans must include:
 - a. Street names, parcel numbers, and the addresses of all properties surrounding the proposed facility location.
 - b. Elevations and dimensions for before and after the proposed construction conditions with all height and width measurements called out.
 - c. Details of all proposed equipment.
 - d. All proposed utility runs and points of contact.
 - e. Easements for access and utilities.
 - f. Locations of all surface improvements, i.e. roadways, curb & gutter, sidewalk, signs, poles, hydrants, landscaping, cabinets, pull boxes, etc.
 - g. Locations of all subsurface improvements required for the proposed site.
- D.6. A structural analysis and report of the existing or proposed street light or traffic signal pole, base, and attached SCWE conducted and certified by a Nevada-licensed professional engineer. The report must demonstrate that the pole is adequate to support the proposed SCWE, and that it will not create an adverse or unsafe condition.
- D.7. For SCWE attachments to non-city owned poles, a letter of authorization (LOA) from each pole owner.
- D.8. For SCWE obscured by non-City maintained landscaping a written consent for maintenance from the person responsible for maintaining the landscaping.
- D.9. When connecting electrical equipment to City Infrastructure, a certified engineer's report must be submitted to the City demonstrating that the power requirements of the proposed equipment are adequately supported by the existing infrastructure. If this cannot be achieved, provide plans for construction and installation of the necessary infrastructure.
- D.10. When attaching equipment to City owned poles, detailed engineered drawings showing the installation of a power cut off switch that will be accessible by City staff for emergency work.
- D.11. Details and exact locations for all proposed electrical meters ("meter sets").

- D.12. For new meter sets, the address assigned to the meter must be provided with the submittal package.
- D.13. A radio frequency (RF) report prepared and certified by an RF engineer that certifies: 1) that the proposed SCWE will comply with applicable federal RF exposure standards and exposure limits; 2) the proposed equipment will not interfere with any other RF signal or equipment operations.
- D.14. An engineer's letter stating that there is no noise producing equipment associated with the SCWE.
- D.15. Equipment shall display a small placard which accurately identifies the SCWE owner, provides the equipment owner's unique site or identification number, and provides a toll-free telephone number to contact the owner's operations center. Plans must note and detail the placard and its placement.
- D.16. Details for the placement of an EME notification placard. See section 2.A.13.

Within 10 calendar days of receiving the building permit application, the City will review the submitted building permit application package for compliance with City policy and standards. If in compliance, the City will complete further processing and review within 30 calendar days. If not in compliance, or if the City's review reveals deficiencies, the applicant will be advised in writing of the deficiencies, including whether specified revisions are required to bring the application into compliance or to address any deficiencies.

The applicant may then make any appropriate changes to the application and resubmit it to the City. The City's review process will then be repeated.

If the City advises the applicant of deficiencies and the applicant does not revise and resubmit the application to the City, the City will deem the application and the site reservation abandoned upon the expiration of the 90-day site reservation or any extension of the site reservation. The City may also deny the application, 10 calendar days after which the City will deem the site reservation abandoned. Otherwise, the City will approve the application when all criteria are met.

Upon approval of a building permit, the site will be reserved for 180 calendar days, during which time construction must commence. A provider may obtain a one-time automatic 90-calendar day extension upon submitting a request for an extension and paying the extension fee specified in the Master License Agreement. If work has not commenced within the applicable 180-day period (270 days including the extension), after the building permit is approved, the City will deem the permit cancelled and the site reservation abandoned.

E. Site Supplement Agreement

Upon the City's approval of the building permit, the SCWE provider must electronically provide a set of 8.5" x 11" drawings in pdf format showing a plan view of the site, drawings of the approved equipment, and photo simulations showing pre- and post-installation conditions. This information, along with the building permit, will serve as a subsequent site supplement agreement to the approved Master License Agreement for each SCWE provider.

F. Post Construction Submittal

At the conclusion of all work, the Applicant shall provide:

- F.1. An electronic copy of as-built plans in pdf format showing all field changes agreed to by the City. Field changes must be approved by the City prior to the work being performed and must be submitted to the City in writing. City responses and approvals to field changes will only be provided in writing.
- F.2. All inspection documents and studies or certifications as required by the City.
- F.3. An AutoCAD drawing of as-built plans for GIS integration.

G. Expected Timeline

The following provides guidance for the expected timeline of a typical project.

- **Site Selection and Reservation** - 10 Calendar Days.
- **SCWE Project Review** - 21 Calendar Days. A SCWE Project Review meeting will be held 2 weeks following the monthly SCWE Project Review application deadline. City staff will provide written comments and questions to the applicant within one week of the meeting.
- **Applicant's Response and Preparation of Building Permit Application** - 14 Calendar Days. The applicant should address City questions and comments in writing and prepare the building permit application package. The applicant may resubmit the SCWE Project Review application if desired for further initial review of any substantial changes.
- **Building Permit Application Review** - 30 Calendar Days. Immediately upon receipt, the City will determine if the application is complete. Within 10 calendar days after receipt, the City staff will review the application for compliance with City policy and standards. If compliant, the City will complete processing and review within 30 calendar days. The City will advise the applicant in writing of what revisions are required to address any deficiencies.
- **Application Revision (if necessary)** - 14 Calendar Days. The applicant should address any identified non-compliance issues or deficiencies, make appropriate changes to the building permit application package, and resubmit the application to the City. This building permit review and revision process may be repeated if substantial conflicts with City Policy, Code, or standards exist.
- **Building Permit Approval.** Upon approval of the building permit, the site will be reserved for 180 calendar days, and construction must commence within the 180 days to avoid cancellation of the permit. A one-time 90-calendar day extension is available.